

SIX FLAGS NEW ENGLAND	
SUBJECT: Powered Industrial Trucks	SAFETY REFERENCE MANUAL
SECTION: 13	
EFFECTIVE: January 2016	SUPERSEDES: ALL PREVIOUS

### **13.1 PURPOSE**

To establish guidelines for the safe operation of equipment at SIX FLAGS NEW ENGLAND.

### **13.2 GENERAL**

All associates and contractors of SIX FLAGS NEW ENGLAND who must operate equipment as part of their jobs are required to comply with this policy.

Equipment includes, but is not limited to: forklifts, JLG's, backhoes, loaders, cherry pickers, etc.

### **13.3 SAFETY RULES**

Any associate who uses equipment must have an equipment operator's license issued by the Safety Department.

All operators must be trained according to this procedure.

All equipment must be inspected prior to use. Inspection should include the following: brakes, fuel level, back-up alarm, tires, lights, oil, and fluids. If defects are found that cannot be easily corrected, the operator is required to report the defect to supervision immediately. Supervision will be responsible for having repairs made to the equipment. If safe operation of the equipment is questionable, the operator's department manager and the Safety Department should be consulted.

Only one person is allowed on equipment, unless it is designed for use by more than one person at a time.

All equipment must be operated in a safe manner and in accordance with the Occupational Safety and Health Act, and in accordance with all other federal, state, and local legislation. Any vehicle that requires repairs which may render the vehicle unsafe to operate will be removed from service until repairs are completed.

All traffic rules must be adhered to while operating equipment.

The operator must assure that all loads are safely positioned and secured. All load capacities must be displayed and adhered to.

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## 13.4 TRAINING

To receive an operator's license, an operator must attend and complete **BOTH** a yearly classroom training session as well as a "hands-on" training session with an approved trainer. After an operator's license is issued, an operator will only be required to attend a yearly classroom training to remain licensed.

### 13.4.1 Tractor Operation

Any worker who operates any equipment must follow the manufacturer's directions and be licensed as required by company policy and or state law.

All equipment shall have back up alarms that sound continuously when backing if view is obstructed. If alarm does not sound, equipment shall be parked until repaired.

All equipment shall be maintained to properly operate as set forth in the operators manual. i.e., brakes, lights, hydraulics, load capacity, guards in place, no visual impairment due to defects or added features. etc.

Operators shall be knowledgeable of operational differences when equipment is loaded, pulling a load or has equipment attached, load limitations shall also be known and obeyed.

Seat belts shall be installed and operational on all (ROPS) equipped vehicles and equipment.

Operators shall be responsible to ensure that no one rides a piece of equipment unless there is a seat installed for that purpose. All safeguards must be present for all seats.

No operator shall knowingly operate any defective equipment or operate any equipment in any manner contrary to its intended use as set forth in the operators manual.

No operator shall operate a piece of equipment so as to endanger others, such as operate a tractor with a mower where debris might strike someone.

Slow moving equipment shall display required signage. All equipment left near roadways or on active job sites at night shall have lights or reflectors which mark its location.

Operator shall check over areas of possibly rough terrain to reduce risk of unseen hazards.

Fenders shall be in place to protect the operator unless operation prohibits this.

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Whenever the equipment is parked, the brakes shall be set.

If portable fuel cans are used, they must meet fire codes.

All guards shall be in place prior to operation. This includes guards on any attachments.

Scissor points on any loaders or attachments shall be guarded to protect the operator.

All attachments shall be properly sized for the load capacity or power capacity of powering equipment.

No modifications shall be made that change the operating intent of the equipment.

Employees engaged in site clearing shall be protected from hazards of irritant and toxic plants and instructed in first aid treatment available, if needed. All equipment used in site clearing operations shall be equipped with rollover guards meeting the requirements of this subpart. In addition, rider operated equipment shall be equipped with an overhead and rear canopy guard meeting the following requirements: The overhead covering on this canopy-structure shall be of not less than 1/8-inch steel plate or 1/4-inch woven wire mesh with openings no greater than 1-inch, or equivalent. The opening in the rear of the canopy structure shall be covered with not less than 1/4-inch woven wire mesh with openings no greater than 1-inch. The rollover protection structure (ROPS) shall meet OSHA guidelines on strength, installation and repair or reinstallation.

Operator area shall be kept clean.

Care shall be taken during operation that equipment is operating properly and operator shall be alert for possible hazards.

Operator shall adjust speed to ensure control under all possible conditions and avoid hazardous areas.

#### **13.4.2 Truck Crane Operation**

Only certified designated personnel shall be trained and allowed to operate a crane. The Risk Management Department shall monitor this program.

The weight of all auxiliary handling devices such as hoist blocks, hooks, and slings shall be considered a part of the load rating. Tipping loads are determined front static loads. Winds, loads swing, and movement due to starting and stopping speeds must be considered.

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A substantial and durable load rating chart with clearly legible letters and figures shall be provided with each crane and securely fixed to the crane cabin in a location easily visible to the operator while seated at his control station. Prior to initial use all new or altered cranes shall be inspected to insure compliance with provisions of this section.

Inspection procedure for cranes in regular service is divided into two general classifications based upon the intervals at which inspection should be performed. The intervals in turn are dependent upon the nature of the critical components of the crane and the degree of their exposure to wear, deterioration, or malfunction. The two general classifications are herein designated as “frequent” and “periodic” with respective intervals between inspections.

#### **13.4.3 Frequent Inspection – Daily to Monthly Intervals**

Items such as the following will be monitored during operation as well as on the frequency indicated in the heading to ensure that any defects that may occur between regular inspections are found promptly. Any deficiencies such as listed shall be carefully examined and determination made as to whether they constitute a safety hazard:

- All control mechanisms for maladjustment interfering with proper operation: daily.
- All control mechanisms for excessive wear of components and contamination by lubricants or other foreign matter.
- All safety devices for malfunction.
- Deterioration of leakage in air or hydraulic systems: daily.
- Crane hooks with deformations or cracks (for hooks with cracks or having more than 15 percent in excess of normal throat opening or more than 10 degrees twist from the plane of the unbent hook).
- Rope revving for noncompliance with manufacturers recommendations. Electrical apparatus for malfunctioning. signs of excessive deterioration, dirt and moisture accumulation. PERIODIC INSPECTION: 1- TO 12-MONTH INTERVALS, OR AS SPECIFICALLY RECOMMENDED BY THE MANUFACTURER.

Complete inspection of the crane shall be performed at intervals depending upon its activity, severity or service, and environment or as specifically indicated below. These inspections shall include the requirements of frequent inspections in addition to items such as the following. Any deficiencies such as the ones listed shall be carefully

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examined and determination made as to whether they constitute a safety hazard:

- Deformed, cracked, or corroded members in the crane structure and boom.
- Loose bolts or rivets.
- Worn, cracked or distorted parts such as pins, bearings, shafts, gears, rollers and locking-devices.
- Excessive wear on brake and clutch system parts, linings, pawls, and ratchets.
- Load, boom angle, and other indicators over their full range for any significant inaccuracies.
- Gasoline, diesel, electric, or other power plants for improper performance or noncompliance with safety requirements.
- Excessive wear of chain-drive sprockets and excessive chain stretch.
- Travel steering, braking, and locking devices for malfunction.
- Excessively worn or damaged tires.

#### **13.4.4 Cranes Not in Regular Use**

A crane which has been idle for a period of one month or more, but less than six months, shall be given an inspection equal to a frequent inspection along with a rope inspection for all types of deterioration and shall be performed by an appointed or authorized person whose approval shall be required for further use of the rope. A certification record which includes the date of inspection, the signature of the person who performed the inspection, and an identifier for the rope which was inspected shall be prepared and kept readily available.

#### **13.4.5 Standby Cranes or Those Idle for More Than 6 Months**

Refer to OSHA code 1910.180 for inspection requirements prior to use.

#### **13.4.6 General Maintenance Procedure**

After adjustments and repairs have been made the crane shall not be operated until all guards have been reinstalled, safety devices reactivated, and maintenance equipment removed. A thorough inspection of all running ropes shall be made at least once a month and a certification record which includes the date of inspection, the signature of the person who performed the inspection and an identifier for the ropes shall be prepared and kept on file where readily available. All inspections shall be performed by an appointed or authorized person. Any deterioration resulting in appreciable loss of original strength shall be carefully observed and determination made as to whether further use of the rope would constitute a safety hazard. Some of the conditions that could result in an appreciable loss of strength are the following:

- Reduction of rope diameter below nominal diameter due to loss of core support, internal or external corrosion, or wear of outside wire.

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- A number of broken outside wires and the degree of distribution of concentration broken wires.
- Worn outside wires.
- Corroded or broken wires at end connections.
- Corroded, cracked, bent, worn, or improperly applied end connections.
- Severe kinking, crushing, cutting, or fraying.

#### **13.4.7 Other Ropes**

Heavy wear or broken wires may occur in sections in contact with equalizer sheaves or other sheaves where rope travel is limited or with saddles. Particular care shall be taken to inspect ropes at these locations.

All ropes that have been idle for a period of a month or more due to shutdown or storage of a crane on which it is installed shall be given a thorough inspection before it is used. This inspection shall be for all types of deterioration and shall be performed by any appointed or authorized person whose approval shall be required for further use of the rope. A certification record which includes and date the signature of the person who performed the inspection and an identifier for the rope which was inspected shall be prepared and kept readily available.

Particular care shall be taken in the inspecting of non-rotating rope.

#### **13.4.8 Handling the Load**

No crane shall be loaded beyond the rated load, except for test purposes.

When loads that are limited by structural competence rather than by stability are to be bauld, it shall be ascertained that the weight of the load has been determined within plus or minus 10 percent before it is lifted.

#### **13.4.9 Attaching the Load**

The hoist rope shall not be wrapped around the load. The load shall be attached to the hook by means of slings or other approved devices.

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### 13.4.10 Moving the Load

The employee shall ensure that:

- The crane is level and where necessary blocked properly.
- The load is well secured and properly balanced in the sling or lifting device before it is lifted more than a few inches.

Before starting to hoist, the following conditions shall be noted:

- Hoist rope shall not be kinked.
- Multiple part lines shall not be twisted around each other.
- The hook shall be brought over the load in such a manner as to prevent swinging.
- During hoisting care shall be taken that:

There is no sudden acceleration or deceleration of the moving load. The load does not contact any obstructions. Side loading of booms shall be limited to freely suspended loads. Cranes shall not be used for dragging loads sideways. No hoisting, lowering, swinging or traveling shall be done while anyone is on the load or hook. The operator should avoid carrying loads over people. On truck-mounted cranes, no loads shall be lifted over the front area except as approved by the crane manufacturer. The operator shall test the brakes each time a load approaching the rated load is hand led by raising it a few inches and applying the brakes. Outriggers shall be used when the load to be handled at that particular radius exceeds the rated load without outriggers as given by the manufacturer for that crane.

Wood blocks used to support outriggers shall:

- Be strong enough to prevent crushing.
- Be free from defects.
- Be of sufficient width and length to prevent shifting or toppling under load

Neither the load nor the boom shall be lowered below the point where less than two full-rips of rope remain on their respective drums.

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When two or more cranes are used to lift one load, one designated person shall be responsible for the operation. They shall be required to analyze the operation and instruct all personnel involved in the proper positioning, rigging of the load, and the movements to be made.

In transit no load shall be engaged and the boom shall be lowered into the resting cradle.

The empty hook shall be secured so as not to swing freely.

When rotating the crane, sudden starts and stops shall be avoided. Rotational speed shall be such that the load does not swing out beyond the radius at which it can be controlled. A tag or restraint line shall be used when rotation of the load is hazardous.

#### **13.4.11 Industrial Trucks**

Industrial trucks shall meet ANSI standard B56.-1969.

Approved trucks shall bear a label or some other identifying mark indicating approval by the testing laboratory. Modifications and additions which affect capacity and safe operation shall not be performed by the customer or user without manufactures prior written approval. Capacity, operation, and maintenance instruction plates, tags, or decals shall be changed accordingly.

If the truck is equipped with front-end attachments (other than factory installed attachments) the user shall request that the truck be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.

The user shall see that all nameplates and markings are in place and are maintained in a legible condition.

There are eleven different designations of industrial trucks. To ensure proper use each industrial truck shall be marked as to its designation under this subpart for easy reference with the chart below. Requirements shown are minimal. Trucks with greater safety requirements may be used if desired.

All operators shall be aware of atmospheric hazards prior to any area with an industrial truck. Allowances must be made for connected shop spaces due to fumes traveling with drafts. Also, allowances must be made for residual fumes after some chemicals have been removed due to the possibility of pockets remaining due to chemical weight or other properties. Ventilating equipment offers some protection but cannot be relied on since mechanical failure could result in sudden atmospheric changes.



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Hi lift rider trucks shall be fitted with an overhead guard manufactured in accordance with ANSI standard B56. I - 1969 unless operating conditions do not permit.

If the type of load presents a hazard, the user shall equip fork trucks with a vertical back rest extension manufactured in accordance with ANSI standard B56. I - I 96Q.

The storage and handling of liquid fuels such as gasoline and diesel fuel shall be in accordance with NEPA flammable and combustible liquids code (NFPA 58-I 969).

The storage and handling of liquefied petroleum gas fuel shall be in accordance with NFPA storage and handling of liquefied petroleum gases (NFPA 58-1969).

Battery charging installations shall be located in areas designed for that purpose. Facilities shall be provided for flushing and neutralizing spilled electrolyte, fire protection, protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.

Proper handling equipment shall be supplied for these batteries to ensure worker safety

Reinstalled batteries shall be properly positioned and secured in the truck. A carboy, tilter or siphon shall be provided for handling electrolyte.

When charging batteries, acid shall be poured into water, water shall never be poured into acid. Trucks shall be properly positioned and brake applied before attempting to charge or change a battery.

Vent caps shall be checked for proper functioning and battery and/or compartment covers shall be open to dissipate heat.

This shall be a "No Smoking or Open Flames Area".

Equipment shall be used in such a manner as to reduce chances of sparks, open flames, or arcs in battery charging area.

Tools and other metallic objects shall be kept away from the top of uncovered batteries.

When general lighting is less than two (2) lumens per square foot, auxiliary directional lighting shall be provided on the truck.

\*\*\*Concentration levels of carbon monoxide gas created by powered industrial trucks shall not exceed the levels specified in OSHA 1910.1000.

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The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with powered industrial trucks. Fixed jacks may be necessary to support a semi-trailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.

Only trained and authorized operators shall be permitted to operate a powered industrial truck. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.

No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.

Unauthorized personnel shall not be permitted to ride on powered industrial trucks. A safe place to ride shall be provided where riding of trucks is authorized.

The employer shall prohibit arms or legs from being placed between the uprights of the mast or outside the running lines of the truck.

When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.

A powered industrial truck is unattended when the operator is 25 feet or more away from the vehicle which remains in his view or whenever the operator leaves the vehicle and it is not in his view.

When the operator of an industrial truck is dismounted and within 25 feet of the truck still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.

A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock or platform or truck. Industrial trucks shall not be used for opening or closing freight doors. The flooring of trucks and trailers shall be checked for breaks and weakness before they are driven onto.

There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler systems, etc. An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxed, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.

A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward. Only approved industrial trucks shall be

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used in hazardous locations.

Whenever a truck is equipped with vertical only, or vertical and horizontal controls elevate with the lifting carriage or forks for lifting personnel, the following additional precautions shall be taken for the protection of personnel being elevated:

- Use of a safety platform firmly secured to the lifting carriage and/or forks.
- Means shall be provided whereby personnel on the platform can shut off power to the truck. Such protection from falling objects as indicated necessary by the operating conditions should be provided.

Fire aisles, access to stairways, and fire equipment shall be kept clear. All traffic regulations shall be observed, including plant speed limits as posted. A safe distance shall be maintained approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.

Passing trucks traveling in the same direction shall be avoided. The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.

The driver shall be required to look in the direction of and keep a clear view of the path of travel. Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10 percent loaded trucks shall be driven with the load upgrade.

On all grades the load and the load engaging means shall be tilted back if applicable and raised only as far as necessary to clear the road surface.

Under all travel conditions the truck shall be operated at a speed that permits it to be brought to a stop in a safe manner.

Stunt driving and horseplay shall not be permitted. The driver shall be required to slow down for wet and slippery floors.

Dock boards or bridge plates shall be properly secured before they are driven over. Dock boards or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded. Speeds shall be adjusted to ensure safe turns.

Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered. Only loads within the rated capacity of the truck shall be handled. The long or wide loads, which may affect capacity, shall be adjusted.

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A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load. Tilting shall be done with extreme care and only as needed to stabilize, lift or place a load.

If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, it shall be taken out of service until it has been restored to safe operating condition.

Fuel tanks shall not be filled while the engine is running. Spillage should be avoided. If spillage occurs, it should be cleaned off immediately. Oil spills also should be cleaned off before operation. Trucks shall not operate without a fuel cap or with any fuel system leaks.

Authorized personnel shall make all repairs. Repairs shall be made in the proper maintenance area. Do not make repairs in any area with hazardous atmospheres. Disconnect battery prior to any electrical repairs.

All parts must be authorized replacement parts. All alterations must be made by or upon the approval of a manufacturer's representative.

Trucks shall be checked daily at shift beginning. If used on more than one shift per day, the truck shall be checked at the beginning of each shift. Each truck shall have a caution light in operable condition. Each truck shall have a horn in operable condition. Each truck shall have a backup alarm in operable condition.

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Table N-I -- Summary Table on Use of Industrial Trucks in Various Locations

**INSERT TABLE**

**Maintenance Department**  
**Warehouse**

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# OSHA<sup>®</sup> FactSheet

## Subpart CC – Cranes and Derricks in Construction: Signal Person Qualification

This fact sheet describes the signal person qualification requirements of subpart CC – Cranes and Derricks in Construction, as specified in 29 CFR 1926.1419 and 1926.1428. Other requirements related to signal persons can be found at 29 CFR 1926.1404, 1926.1430, 1926.1431, and 1926.1441. These provisions are effective November 8, 2010.

### When is a signal person required?

A signal person is required when:

- The point of operation is not in full view of the operator (1926.1419(a)).
- The operator's view is obstructed in the direction the equipment is traveling.
- Either the operator or the person handling the load determines that a signal person is needed because of site-specific safety concerns.

### What does a signal person need to know?

The signal person is considered qualified if he or she:

- Knows and understands the type of signals used at the worksite.
- Is competent in using these signals.
- Understands the operations and limitations of the equipment, including the crane dynamics involved in swinging, raising, lowering and stopping loads and in boom deflection from hoisting loads.
- Knows and understands the relevant signal person qualification requirements specified in subpart CC (1926.1419-1926.1422; 1926.1428).
- Passes an oral or written test and a practical test.

### How does a signal person become qualified?

Employers must use one of the following options to ensure that a signal person is qualified (see 1926.1428).

1. *Third party qualified evaluator.* The signal person has documentation from a third party qualified evaluator showing that he or she meets the qualification requirements.

2. *Employer's qualified evaluator* (not a third party). The employer's qualified evaluator assesses the individual, determines the individual meets the qualification requirements, and provides documentation of that determination. This assessment may not be relied on by other employers.

Refer to 1926.1401 for definitions of qualified evaluators.

### How will an employer show that a signal person is appropriately qualified?

Employers must make the documentation of the signal person's qualifications available at the worksite, either in paper form or electronically. The documentation must specify each type of signaling (e.g., hand signals, radio signals, etc.) for which the signal person is qualified under the requirements of the standard.

### When are signal persons required to be qualified?

The qualification requirements for signal persons go into effect on November 8, 2010.

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For more complete information:

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### **13.4.12 Lawn Mower Operation**

It is your responsibility to understand and follow manufacturer's instructions on machine operation, service, and to observe pertinent laws and regulations. Operator's manuals are on file in the landscape office.

Before starting the engine, study the operator's manual safety messages and all safety signs on the machine.

Altering this equipment in any manner which adversely affects the equipment's operation, performance, durability, or use may cause hazardous conditions and is not allowed.

Be thoroughly familiar with the controls and the proper use of the equipment.

No unauthorized personnel are allowed to operate power mowers.

Keep the area of operation clear of all persons.

Thoroughly inspect the area where the equipment is to be used and remove all stones, sticks, wires, and other foreign objects.

Always wear safety shoes.

Check the fuel before starting the engine. Do not fill the gasoline tank indoors, when the engine is running, or while the engine is still hot. Wipe off any spilled gasoline before starting the engine.

Never attempt to make a wheel height adjustment while the engine is running.

Mow only in daylight or good artificial light.

Never operate the equipment in wet grass. Always be sure of your footing, keep a firm hold on the handle and walk, never run.

### **13.4.13 Operation**

Do not change the engine governor settings or over speed the engine.

Do not put hands or feet near or under rotating parts. Keep clear of the discharge opening

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at all times.

Shut off engine when crossing gravel drives, curbs, walks, or roads.

After striking a foreign object, stop the engine, remove the wire from the spark plug, thoroughly inspect the mower for any damage before restarting and operating the mower.

If the equipment should start to vibrate abnormally, stop the engine and check immediately for the cause. Vibration is generally a warning of trouble.

Stop the engine whenever you leave the equipment, before cleaning the mower housing, and when making any repairs or inspections. When cleaning, repairing, or inspecting, make certain the blade and all moving parts have stopped. Disconnect the spark plug wire, and keep the wire away from the plug to prevent accidental starting.

Do not run the engine indoors.

Shut the engine off and wait until the blade comes to a complete stop when unclogging chute.

Mow across the face of slopes; never up and down. Exercise extreme caution when changing direction on slopes. Do not mow excessively steep slopes.

Never operate the mower without proper guards, plates, or other protective devices in place.

#### **13.4.14 Maintenance and Storage**

Check the blade and the engine mounting screws at frequent intervals for proper tightness. Keep all nuts and screws tight to be sure the equipment is in safe working condition.

Never store the equipment with gasoline in the tank inside a building where fumes may reach an open flame or spark. Allow the engine to cool before storing in any enclosure.

To reduce fire hazard, keep the engine free of grass, leaves, or excessive grease.

#### **13.4.15 Weed Eaters**

When using weed eaters/electrical trimmers, goggles are to be used.